[Agency Name]
[Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Reinstatement Offer

Dear [Employee Name],

We are pleased to formally offer you reinstatement to your previous position as [Job Title] with [Agency Name], effective [Start Date].

Your reinstatement includes the following terms:

- **Salary/Wage:** [Amount] per [Hour/Year]
- **Seniority:** [Status regarding previous seniority]
- **Benefits:** [Brief mention of benefits restoration]
- **Reporting Manager:** [Manager Name]

This offer is contingent upon [List any conditions, e.g., background check, drug screen, or medical clearance].

Please indicate your acceptance of this offer by signing below and returning this letter by [Deadline Date]. If we do not hear from you by this date, we will assume you have declined the offer of reinstatement.

We look forward to your return to the agency.

Sincerely,

[Signature]
[Name of Authorized Official]
[Title]

Acceptance:

I, [Employee Name], accept the offer of reinstatement as outlined above.

Signature: _____ Date: _____